

15 FAM 170

PROCEDURES AND GUIDELINES FOR REAL PROPERTY REPORTING

(CT:OBO-32; 09-30-2013)
(Office of Origin: OBO)

15 FAM 171 REAL PROPERTY APPLICATION (RPA) AND THE *COMPUTERIZED MAINTENANCE MANAGEMENT SYSTEM (CMMS)* MODULE

15 FAM 171.1 General Information

(CT:OBO-32; 09-30-2013)

There *is one system* that *stores* real property information: Bureau of Overseas Buildings Operations (OBO) Real Property Application (RPA). *This system provides* managers with an automated environment to manage the U.S. Government's real property holdings abroad. The *Computerized Maintenance Management System (CMMS)* module is the post's automated facilities maintenance program.

15 FAM *171.2* Real Property Application (RPA)

(CT:OBO-32; 09-30-2013)

- a. The real property application (RPA) property inventory database contains the records of U.S. Government-owned and -leased land; buildings and structures; *non-residential* and residential units, and occupant information. This system supports posts' management of the housing program and maintains data for U.S. Government-owned real property. The RPA User *Manual* (<http://obo.m.state.sbu/pre/OSP/Pages/RPA.aspx>) provides instructions on how to use RPA to maintain real property information and to identify all of the data that must be reported.
- b. *RPA software is the only Department of State approved software for use at post.*
- c. Only Overseas Staffing Model (OSM) categories 1 and 2 posts may remain non-automated, if that is their preference. On a semi-annual basis, OBO will supply non-automated posts with RPA data collection forms and guidance to complete and submit their updated real property inventory information to OBO.
- d. The single real property manager (SRPM) *must* maintain data for all agencies at

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post. In order to ensure that all properties are included in the RPA database, post should work with USAID and other agencies at post, to gather all *applicable* real property information to update RPA. *The post* housing office must update the information in RPA.

15 FAM 171.3 Computerized Maintenance Management System (CMMS)

(CT:OBO-32; 09-30-2013)

The *Computerized Maintenance Management System (CMMS)* module supports post requirements for planning, managing, and accomplishing facility maintenance, except for USAID properties (see 15 FAM 600 and 15 FAH-1, Facilities Maintenance Handbook).

15 FAM 172 ADDITIONAL ANNUAL REPORTING REQUIREMENTS FOR USAID

(CT:OBO-32; 09-30-2013)

(USAID Only)

- a. At the request of the embassy management officer, each USAID mission *must* prepare an annual report on its real property holdings (owned and *capital lease*). This report must be submitted to the chief of mission (COM) for certification that the USAID housing program is properly and effectively used and that housing has been assigned in compliance with all existing housing policies and procedures. The principal USAID officer must approve and sign the report, which must accompany the certifying statement in 15 FAM 173. The report must be in the following format:

OWNED PROPERTY

Property No.	Occupant/Purpose
X4007	OB (for office building)
X5008	ADO (for area development officer)

LEASED PROPERTY

USAID Lease No.	Occupant/Purpose
[AID-YYY-LE-XX-ZZZ]	
AID-306-LE-84-585	MD (for mission director)
AID-306-LE-84-591	DD (for deputy director)

- b. For leases, it is only necessary to list the USAID series indicator, country code, and lease contract symbol ("LE") at the top of each column. Special residences, office buildings, and other non-residential facilities should be indicated by the abbreviations shown above. No abbreviation or other identification is needed for nonrepresentational housing.

15 FAM 173 REQUIRED CERTIFICATIONS

15 FAM 173.1 Annual Chief of Mission (COM) Certification: Contents

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The annual *COM* certification must state whether the post's housing program complies with 15 FAM, note any deviations from established policies and procedures, and indicate what actions will be undertaken to correct them. Appropriate notations must be made in post files. The certification must also include specific reference to each housing assignment over space standards and assignments to *operating lease (OL)* quarters that are more expensive than the average *rent within the housing pool* or the rental benchmark for that tier and family size, and provide the justification for assignments not complying with current standards. (See 15 FAM 212.) The COM certification must also state whether post has installed and maintaining *the* accuracy and completeness *of the CMMS and submit a completed Real Property Application Data Validation form indicating* whether post is maintaining its *RPA* data at all times. (*OSM* categories 1 and 2 posts are exempt from the *CMMS* installation but not the certification.)

15 FAM 173.2 Single Real Property Manager (SRPM) Certification

(CT:OBO-32; 09-30-2013)

In preparing the annual *COM* certification on housing program management, the single real property manager (SRPM) must certify, in writing, to the COM whether all leases acquired or renewed and housing assignments made during that fiscal year for the embassy and constituent posts were processed in compliance with 15 FAM. Any exceptions must be noted, especially housing assignments that exceed space standards and assignments to *operating lease (OL)* quarters that are more expensive than the average or the rental benchmark for that tier and family size, including a justification for each assignment not complying with current standards (see 15 FAM 212). The SRPM's certification must include a list of all housing actions taken during the fiscal year *in addition to a completed and signed Real Property Application Data Validation form*. Such certifications are subject to audit and must be maintained in post files for *three* years from the date of submission of the annual *COM* certification, and in accordance with Department of State records management guidelines.

15 FAM 173.3 Reporting the Chief of Mission (COM) Certification

(CT:OBO-32; 09-30-2013)

The post must include the *COM* certification, as a separate certification, in the telegram to the Bureau of *the Comptroller and Global Financial Services (CGFS)* due on October 15 of each year.

15 FAM 173.4 Principal Officer (PO) Certification

(CT:OBO-32; 09-30-2013)

The principal officer (PO) of constituent posts must provide annual certification of compliance with established policies and procedures as outlined in 15 FAM to the *COM* for incorporation in the required COM certification.

15 FAM 173.5 USAID Annual Certification

(CT:OBO-32; 09-30-2013)

(USAID Only)

The annual report (15 FAM 172) *must* be submitted to the COM *and* accompanied by the following certification:

"The reporting post certifies that the listed properties were effectively used during the fiscal year and that the overall maintenance and operating costs for these units were not excessive in comparison to other suitable properties (except . . .). These listed properties were assigned or leased in compliance with all existing housing policies and procedures."

15 FAM 174 DOCUMENT DISPOSITION

(CT:OBO-32; 09-30-2013)

Documents required to be sent to *OBO* or to the Overseas Management Division, Office of Management Services, Bureau for Management, USAID/Washington (USAID/W - M/MS/OMD) or other agencies should be sent to the addresses given in 15 FAM 174.1, 15 FAM 174.2, and 15 FAM 174.3.

15 FAM 174.1 Department of State, Bureau of Overseas Buildings Operations (OBO)

(CT:OBO-32; 09-30-2013)

a. Send documents by registered pouch to:

U.S. Department of State
OBO/PRE/*OSP/KM*

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Attn: *OSP/KM* Archive Manager
Washington, DC 20522-0602

- b. Send documents by commercial air courier to:

U.S. Department of State
OBO/PRE/*OSP/KM*
Attn: *OSP/KM* Archive Manager
1701 N. Ft. Myer Dr.
Arlington, VA 22209-2248

15 FAM 174.2 USAID

(CT:OBO-32; 09-30-2013)
(USAID Only)

Send documents to:

U.S. Agency for International Development
USAID/W
M/MS/OMD
Attn: Property Management Officer
RRB – Room 2.12
Washington, DC 20523

15 FAM 174.3 Other Agencies

(CT:OBO-32; 09-30-2013)
(Agriculture/Commerce/DIA)

Each agency must submit required documents to the parent agency, using the addresses below:

U.S. Department of Agriculture
Foreign Agriculture Service
Room *5707*, South Building
Washington, DC 20520

U.S. Department of Commerce
USFCS/OPM
HCHB
Room 3809
14th and Constitution N.W.
Washington, DC 20230

Defense Intelligence Agency
Attn: DHR-4B (Housing)
Washington, DC 20340

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